

CLASS TITLE: PRINCIPAL REVENUE OFFICER

Class Code: 02686400
Pay Grade: 27A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a Revenue Officer of higher rank in planning, organizing, and supervising the field investigative or office collection activities of a staff engaged in collecting delinquent accounts and the securing of delinquent returns for various types of taxes administered by the Tax Administrator; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is seldom reviewed, but at times may be reviewed for results obtained and conformance to laws, regulations and procedures for the proper collection of taxes.

SUPERVISION EXERCISED: To plan, organize, and supervise the work of a staff engaged in field and/or office state tax collection activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a Revenue Officer of higher rank in planning, organizing, and supervising the field investigative or office collection activities of a staff engaged in collecting delinquent accounts and the securing of delinquent returns for various taxes administered by the Tax Administrator.

To study new laws, procedures, directives, and policies and plans for the effective implementation through organization of personnel and operations, and development of procedures.

To plan and establish breakdown of case assignments for work distribution purposes, and recommend and define delegations of authority within prescribed procedures; and establish procedures and plans for periodic verification of assigned cases.

To plan for effective workflow and maximum utilization of staff in anticipation of peak periods in receipt of cases, and establish goals to accomplish objectives and plans for economical use of travel funds.

To exercise responsibility for recommending the approval or disapproval of: installment part payment agreements, write off of taxes as uncollectible, offset actions against funds due the taxpayer by any State department or agency; offset actions involving taxpayer initiated suits against any agency of the State Government; acceptance of surety bonds or other collateral or escrow agreements; service of summonses or the recommendation of distraint legal action against the taxpayer's property - real or personal; and the filing of liens.

To examine the issues and resolve difficult and complex collection cases.

To serve as a principal advisor to the Chief Revenue Officer on all collection matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the pertinent provisions of the State's tax laws, rules and regulations dealing with taxpayer liability and tax payment; the ability to apply this knowledge in planning, organizing and supervising the work of a staff engaged in tax collection activities; the ability to handle the most complex and difficult tax collection matters and determinations; the ability to meet with delinquent taxpayers or their representatives and clarify amounts due and make adequate arrangements for payment; the ability to assist superior's in the development of policies, rules and regulations necessary for the proper collection of taxes; the ability to establish and maintain effective working relations with delinquent taxpayers or their representatives; a thorough knowledge of property

rights and the ability to apply said knowledge in seeking liens on property for tax collection purposes; a thorough knowledge of the state and federal insolvency laws and proceedings; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment as a Senior Revenue Agent, or considerable employment in a governmental or private agency involving the supervision of a staff engaged in the application of tax laws or the enforcement of laws under which taxes are assessed and collected.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must possess a valid R. I. Driver's license. Said license must be maintained as a condition of employment. Must be the owner of or have access to the use of a motor vehicle for the performance of these duties.

Class Revised: August 25, 1991

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